SPLITTING REQUIREMENTS

Breaking your purchase into smaller requirements in order to stay below the micro-purchase threshold is called splitting requirements.

You are splitting requirements whether you split the purchase between cardholders or just different days.

SPLIT REQUIREMENTS

CAUSE:

- Cardholders and Billing/Certifying Official split purchases to avoid the $2,500 limitation

FIX:

- Suspend the cardholder account and require retraining – first offense. No card after second offense.
- Suspend Billing/Certifying Official – retrain and/or replace
- Use Regional Contracting Office or Center for purchases greater than $2,500
- Performance Appraisals of Cardholder and/or Billing/Certifying Official may be impacted by